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Chief, Administrative Staff

15 JUN 1955

Chief, Mail and Courier Branch

Weekly Activity Report

1. GENERAL

a. Statistical Report - (continued item)

The Weekly Statistical Report is attached.

3. OTHER ITEMS OF INTEREST

a. None

4. SPECIAL PROBLEMS

a. None

5. MAJOR OBJECTIVES

a. Freight Elevator at Temporary [REDACTED] - (continued item)

No change.

25X1A

25X1A

Attachment: Statistical Report

OL/AS/MCB/HSM:jld

Distribution:

Orig. & 1 - Addressee

1 - Mail & Courier Br.

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Mail and Courier Branch Weekly Report

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(8 June thru 14 June 1955)

Listed below is a statistical report which reflects Mail and Courier activities for the report period commencing Wednesday, 8 June 1955 and ending Tuesday, 14 June 1955.

Increase or decrease
from previous report

1. Mail Activities

a. Post Office mail

Incoming

4175

+ 77

Outgoing

6433

+ 829

10608

+ 906

b. Postage Expended

\$819.49

+ .55

2. Courier Activities

a. Scheduled Courier Trips

315

b. Special Courier Trips

143

- 4

c. Inter-Agency Mail by Courier

Incoming

1716

- 243

Outgoing

2655

+ 288

4371

+ 45

d. Trips to DCI and DDI homes

0

e. Courier Time Check

Regular Trips

677 hrs. 00 min.

- 149 h.

Special Trips

153 hrs. 00 min.

+ 54 h.

Detailed to other offices

160 hrs. 00 min.

3. Personnel absent three (3) consecutive days.

Sick Leave

Annual Leave

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